

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-178 **Issue Date:** 10-14-14 **Closing Date:** 10-27-14

Payroll Operations Specialist
Payroll
Department of Finance
Hourly Wage: \$18.58/Full-Time/Regular

This is a complex and specialized bookkeeping position for the Yakama Nation. Incumbent is responsible for technical processing of the payroll functions which includes: editing all timesheets, leave balances/audit records, payroll drawdown, run payroll from start to completion, update payroll on all deductions, run Tribal Council payroll, and process all manual check requests. Verifies account numbers, does trouble shoot for program managers, supervisors and tribal employees. Assures all forms are filed timely.

Knowledge, Skills and Abilities:

- Knowledge of Yakama Nation Payroll principles and procedures.
- Knowledge of standard payroll regulations and procedures.
- Knowledge of accounting principles, theories, concepts and terms.
- Knowledge of the basic methods and techniques of Yakama Nation governmental accounting.
- Ability to use JD Edwards system for processing payroll.
- Ability to oversee and plan the work of others.
- Ability to remain flexible to changes in assignments or situations, priorities and handle frequent interruptions.
- Ability to work closely with all payroll staff to ensure a positive work environment.
- Ability to establish and maintain effective working relationships with other department staff, supervisors/managers, elected officials, and the public.
- Ability to meet the public and address problems, issues, and complaints tactfully courteously and effectively.
- Ability to manage multiple complex projects and tasks with competing deadlines.
- Ability to communicate effectively, orally and in writing, with all levels of personnel including employees, supervisors, elected officials, etc.
- Ability to demonstrate a high degree of personal integrity and be able to maintain strict confidentiality.

General Recruiting Indicators:

- Minimum of an Associate of Arts degree with three years experience in a position comparable to a Bookkeeper IV with experience working with general ledgers, accounts payable accounts receivable. OR Six years of work experience as a Bookkeeper IV may be substituted for education.
- Required to pass a pre-employment drug and alcohol test.

Special Requirements:

- Must have a valid Washington State Driver License with the ability to obtain a Yakama Nation Tribal Driver Permit.
- Required to pass a complete background check and credit check.